



GRADUATE CERTIFICATE FOR ADVANCED LICENSURE IN PRINCIPAL ADMINISTRATION

Non-degree program leading to NJ Principal certification

NOTE: The Non-Degree Principal Administration program is not currently accepting new applications.

- I. PROGRAM DESCRIPTION:** This program allows the student to take coursework that leads to a New Jersey Certificate of Eligibility as Principal within an elementary or secondary school setting. This program does not lead to a degree of any kind.
- II. APPLICATION DEADLINES:** No applications can be admitted less than two weeks before the beginning of the semester in which the program will be started. Applications must be submitted and completed at least two weeks before the beginning of the semester.
- III. APPLICATION REQUIREMENTS:** To be considered for admission to the program, applicants must provide the following:
1. A Statement of Program Intent
 2. An electronic copy of a New Jersey Standard Instructional Certificate or Educational Services Certificate.
 3. Verification of experience from the applicant's current or previous supervisor or HR department, on school district letterhead, certifying the completion of **five years** of successful, full-time employment and a New Jersey Standard Instructional Certificate or Educational Services Certificate.
 4. Official undergraduate and graduate transcripts. Applicants must hold a master's degree or higher degree equivalent from a regionally accredited college or university.
- Only complete applications will be reviewed.
- IV. HOW TO APPLY:**
- Current Rutgers University Graduate Students:** All applicants who are **currently** enrolled in a graduate-level program at Rutgers University and wish to begin the endorsement program while continuing their current program should contact the GSE Office of Student and Academic Services (OSAS) at academic.services@gse.rutgers.edu.
- Non-Rutgers University Graduate Students:** Applicants who are **not currently** enrolled in a program at Rutgers University apply online at the Graduate Admissions website: <https://newbrunswickgrad.rutgers.edu/>
1. Click on "Create Account or Login" and follow the instructions given.
 2. Under "Start an application today!", click **Apply Now**
Application Selection
 3. For "Level of Application", select **Graduate**
 4. For "Applicant Type", select **Certificate**
 5. Continue filling out the application, following the on-screen instructions.
Program of Study
 6. Under "Program Information", make sure **Certificate** is selected for "Applicant Type"
 7. For "Area of Study", select **Education**
 8. For "Location/Instructional Method", select **New Brunswick**
 9. For "Program Selection", select **Education - Principal Certification (Endorsement) New Brunswick**
 10. Complete the rest of the application by providing the requested information.

11. Supporting materials should be submitted online. Materials that must be mailed should be addressed to:
Office of Graduate and Professional Admissions, Rutgers, The State University of New Jersey, Proctor Hall,
Suite 308, 65 Davidson Road, Piscataway, NJ 08854, U.S.A.
12. Enter payment information for the non-refundable application fee.
13. Submit your application.

Applicants are responsible for reviewing and confirming that they meet program requirements **before** the application is submitted. Rutgers Graduate School of Education **WILL NOT** refund the application fee if an applicant is not accepted.

When the entire application process is complete, students simply register for the courses in the program as described on the program handouts and on the GSE website gse.rutgers.edu. The student is responsible for enrolling in all required courses through Rutgers University. **No program requirements may be met at any other institution.** Students are expected to maintain a "B" or better average as a non-degree student in the Special Education Endorsement Program. Accepted students will have 5 years to complete the program.

The program requires 36 credits of Rutgers University graduate coursework but does not lead to a graduate degree. If the student decides to apply to the Ed.M. in Educational Administration and Supervision, they must formally apply to the master's program.

After completing all program requirements, students should contact Ken Tufo Jr. at ken.tufo@gse.rutgers.edu. Students will be provided instructions on how to apply for their license(s).

V. PROFESSIONAL EDUCATION REQUIREMENTS:

Course Number	Course Name	Credits
15:230:500	Foundations of Educational Administration and Supervision	3
15:230:501	Leadership and Communication Skills in Educational Supervision	3
15:230:505	School-Community Relations: The Politics of Education	3
15:230:507	Education Law	3
15:230:514	Personnel Administration	3
15:230:520	Public School Finance	3
15:230:521	Supervision of Instruction	3
15:230:522 or 15:230:615	Decision Analysis I Assessment/Data/Problem Solving	3
15:230:530	Internship in Educational Administration I*	3
15:230:531	Internship in Educational Administration II*	3
15:230:____	Educational Administration Elective	3
15:230:____	Educational Administration Elective	3
Total Credits		36

* This course has a field experience component.

VI. SCHOOL LEADERSHIP SERIES TESTS: To be certified as a principal in New Jersey, students must pass the School Leaders Licensure Assessment. For more information on the SLLA, see <http://www.ets.org/Media/Tests/SLS/pdf/1011.pdf>. For more information on state principal certification requirements, see <http://www.state.nj.us/education/educators/license/sl/>.

VII. HIB TRAINING: All candidates for certification must complete pre-service training in the prevention of harassment, intimidation, and bullying (HIB)